

**Austin Peay State
University**

Staff Salary Increases for Degree Attainment

Issued: March 25, 2017

POLICIES

Responsible Official: Vice President for Finance and Administration

Responsible Office: Human Resources

Policy Statement

It is the policy of Austin Peay State University to encourage continuing education among its employees. In accordance with this policy, all regular staff of the University whose more recent performance evaluation was satisfactory are eligible for consideration for an increase in salary based upon completion of an educational degree.

Purpose

To establish conditions and procedure for requesting salary increases due to educational attainment.

Procedures

This policy pertains to non-faculty employees only, henceforth in this document referred to as "staff."

To be considered, the staff member must submit a written request to his/her supervisor indicating that he/she has completed the educational degree. The request must provide justification of how the accomplishment relates to his/her current job duties, the length of study required, and any special requirements associated with the accomplishment. A copy of the transcript that provides verification of the completion of the degree must also be submitted with the request. If the request is approved, the increase in salary will be made effective at the beginning of the next pay period following approval.

An education increase will not be awarded when an employee earns a second degree at the same level, i.e., two master's degrees.

The supervisor of the staff member will either concur or not concur and forward the request through the appropriate division head to the Office of Human Resources. Additional comments regarding how the training relates to current job duties and current job performance are appropriate at each level.

The amount of the increase for completion of a degree will be dependent on whether there is a direct job relationship to current duties. This relationship must be documented in the staff member's request and concurred with by the supervisor and division head. The following chart indicates the percentage increase that is to be awarded:

Degree	Directly Related	Unrelated
Associates	4.0%	2.0%
Bachelors	5.0%	3.0%
Masters	5.5%	3.5%
EDS	5.5%	3.5%
Doctorate	6.0%	4.0%

All degrees must be earned through an institution accredited by one of the Regional Accrediting Organizations recognized by the Council for Higher Education (www.chea.org). Staff members are urged to check with the Office of Human Resources before undertaking a course of study.

This policy applies only to degrees earned after July 1, 2008, while serving as a regular non-faculty employee at Austin Peay State University.

Requirements for obtaining the salary adjustment associated with passing the Certified Administrative Professional Examination are contained in APSU Policy 5:016, Certified Administrative Professional Examination.

Revision Dates

APSU Policy 5:027 (previously 5:048) – Rev.: March 25, 2017
APSU Policy 5:027 – Rev.: May 30, 2013
APSU Policy 5:027 – Issued: October 21, 2011

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file
